

Position: Deputy Head of Facility Management and General Services Unit	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 139	Location: The Hague, the Netherlands	Availability:
Component/Department/Unit: Kosovo Specialist Chambers/Division of Administration/Facility Management and General Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Deputy Head of Facility Management and General Services Unit reports to the Head of Facility Management and General Services Unit (FMGSU).

Main Tasks and Responsibilities:

- To deputise for and carry out the duties and responsibilities of the Head of Unit, as required;
- To assist the Head of Unit on matters relating to the administration of the various agreements held between the Organisation and the Central Government Real Estate Agency of the Ministry of the Interior and Kingdom Relations (RVB) (*Ministerie van Binnenlandse Zaken en Koninkrijksrelaties*);
- To represent the FMGSU at internal and external meetings of the organisation, and to liaise with the other units, as required;
- To supervise, set the strategic direction and manage the FMGSU staff, as required;
- To act as a lead contract manager on matters relating to the FMGSU contracts with external third parties and the internal Procurement Unit;
- To draft necessary terms of reference and technical specifications for the procurement of supplies and services, as required, in close co-operation with the Procurement Unit;
- To monitor and manage existing service and supply contracts;
- To assist in preparation and review of unit's budget proposals, as well as in the management and implementation of the budget;
- To assist in the preparation and drafting of procedures and policies, as required;
- To manage the liaison with the EULEX field office(s), as required, and to oversee the ongoing facilities and general services of any field office;
- To assist the Head of Unit on matters relating to the delivery of the development, design and implementation of projects in the premises;
- To assist the Head of Unit on matters relating to logistics, including the whole life-cycle management of assets from acquisition to disposal;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

- A minimum of ten (10) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum three (3) years of management experience.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Architecture, Civil Engineering, Building Science, or other related university studies;
- Demonstrable Project Management skills;
- Ability to draft terms of references for the procurement of relevant supplies and services;
- Knowledge of Protocol and the management of Host State affairs, as well as General Services issues (Mail and Pouch, Travel, Logistics, etc);
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent computer skills in Autodesk ACAD and in MS Office applications (Word, Excel, PowerPoint, etc.);
- Excellent leadership, planning, time management and negotiation skills;
- Ability to work productively in a fast-paced, , deadline driven and team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Excellent knowledge and experience working with the Central Government Real Estate Agency (RVB);
- Knowledge of the Dutch Building Codes (*Bouwbesluit*);
- Working knowledge of the Dutch Uniform Administrative Conditions for Integrated Contract Forms (UAV);
- Working knowledge of the Dutch RTB 2007 (Agreement on Division of Tasks);
- Working knowledge of the Dutch BOEI methods of measurements;
- Relevant experience preferably within an international, hybrid or national criminal court;
- Experience in working with the Host State institutions/authorities;
- Good knowledge of Dutch both written and oral;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.